

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS**

**Friday, November 7, 2014 – 1:00 P.M.**

**Members Present:** Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, Millan, Platner, Price (1:13 P.M.), Queen, Teichmiller, Troyk, Tuckwell

**Members Absent:** Peterson, Ritchie (excused)

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 1:02 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager, and Dianne Jacobson, Oneida County Department on Aging Director.

**Public Comment & Introductions:** There were none.

**Approval of Agenda:** Millan moved to approve the agenda with thirteen items; Queen seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the September 26, 2014 Board of Directors Meeting:** Krug moved to approve the minutes of the September 26, 2014 Board of Directors meeting; Hammer seconded. All Ayes. Motion Carried.

**Consent Agenda:**

**Financial Statements – September 2014**

**Time Reporting Percentage – September 2014**

Hammer moved to approve the Financial Statements and Time Reporting Percentage Report for September 2014 as presented; Cushing seconded. All Ayes. Motion Carried.

**2015 Budget:** The Finance Committee and Executive/Personnel Committees meeting jointly felt that some line items on the proposed 2015 budget needed further clarification. No Action Taken.

**Regional Management Plan:** The Office of Resource Center Development (ORCD) has requested that all regional ADRCs in the State develop a plan showing the various lines of communication for each ADRC. There are currently fourteen regional ADRCs in the State of Wisconsin. Krug moved to approve the Regional Management Plan as presented by Parkkila; Hammer seconded. All Ayes. Motion Carried.

**Inclusion/Exclusion Policy & Procedure:** ORCD requires a policy that meets Information & Referral (I & R) standards for resource database development and maintenance as well as Department of Health Services (DHS) contract requirements. The

policy includes a list of the types of companies and organizations that are eligible for inclusion in the database as well as the types of companies and organizations that are not eligible for inclusion. Cushing moved to approve the Inclusion/Exclusion Policy & Procedure as presented; Troyk seconded. All Ayes. Motion Carried.

**Regional Managers Report:** 1) Maureen Strickland from the State of Wisconsin and an attorney from the Green Bay area provided training for the staff on mediation. This training provided a platform to assist customers improve their decision-making. 2) Buck Rhyme provided supervisors with leadership training. 3) The staff held a retreat at The Waters in Minocqua to help them deal with stress. 4) Rhyme also provided the ADRC-NW Board with additional training. 5) Parkkila reported that that nine of the eleven I & A staff are now certified under the State of Wisconsin Alliance for Information and Referral Systems (AIRS). 6) The Web site is being updated and hopefully will be ready for the Board to review in December. 6) On Monday, November 9<sup>th</sup>, Parkkila will be getting a timeline for full implementation of the telephone system. 7) The annual calendar is being developed and will require Board input.

**Board Member Report Community Feedback:** The ADRC-NW helped sponsor an Alzheimer's conference. Queen attended this conference and felt it provided excellent information and many new ideas. Other Board Members commented on the fact that many people are now commenting on the recent television ads for state-wide ADRCs. People are getting more familiar with the concept of ADRCs.

**Future Agenda Items:** Election of Officers, Board Evaluation of Regional Manager, 2015 Budget

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods will be Wednesday, November 12, 2014 at 2:00 P.M. The meeting in December will be December 12, 2014 at 2:00 P.M.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 1:53 P. M.

**Handouts:** Minutes of the September 26, 2014 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; September 2014 Revenue/Expense Report; September 2014 Transaction Activity Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; October 2014 100% Time Report; Draft 2015 ADRC-NW Budget; Regional Management Plan; Database Inclusion/Exclusion Policy & Procedure; Aging & Disability Resource Center of the Northwoods Annual Financial Report – December 31, 2013 with Management Communications (for informational purposes only).